

14 March 1973

MEMORANDUM FOR: Executive Officer/OTR

SUBJECT : Comments Re AC/TSD/Support Memo of 6 March 1973

I am in substantial agreement with the provisions of subject memorandum; however, I feel the following comments are in order:

Para 1 b:

If replenishment of the operating fund must come from Headquarters, the present balance of \$15,000 will not be adequate because of the time required to process the accounting and payment through Monetary Division.

Para 2 c:

25X1A We currently receive Time and Attendance information from the Base via telephone each Monday following the end of a pay period. This is necessary because C&T/OF requires the T&A's to be there not later than Tuesday after the close of the pay period. The [REDACTED] prepares the actual T&A which is forwarded with the Monday pouch. TSD should be made aware of this procedure to preclude any problem with C&T if T&A's are not received immediately following the close of a pay period. 25X1A6d

Para 2 d:

I believe TSD will have to make special arrangements to process Credit Union loans and withdrawals of shares because the memo proposal will take too long and personnel at the Base will become unhappy about the delay.

Para 2 e:

Since the majority of these services are manpower, we cannot T/A the cost but are required to request adjustment at the Headquarters level, to Personnel Services costs by memo just as we do on the special conferences held here. Therefore, I suggest TSD provide \$5,000 to OTR at the beginning of the Fiscal Year to cover Personnel Services costs which in effect will simply augment our own funds available for this purpose. After the first year, we can adjust the amount made available based upon our experience factor.

Para 6 c:

25X1A We understand this to include separate billings from [REDACTED] and the monthly report will be signed by the [REDACTED] Area Manager and then directly to TSD. 25X1A5a1